

16 February 1978

Records Review Procedure

RRP 78-5

Disposal of Cover Sheets on Top Secret Documents

1. When records are received from the Agency Archives and Records Center (AARC) for review by RRB, each Top Secret document will (or should) have attached to it Form 26, Control and Cover Sheet for Top Secret Document.
2. If the Top Secret document is downgraded the following procedure will be followed to accomplish the necessary objectives of notifying the CIA Top Secret Control Officer and AARC of a change in the classification of a Top Secret document.
 - a. At the time that the Top Secret document is downgraded and the document stamped, the accompanying Form 26 will also be stamped and the same information entered as that on the document. (Note: This will be accomplished by individual reviewers until such time as adequate clerical help is assigned to RRB.)
 - b. When individual boxes of records are being prepared for return shipment to AARC the Form 26 will be removed from the downgraded document by the Records Control Clerk (RCC).
 - c. The RCC will xerox each of the Form 26s removed and will staple together those from a given Job and Box Number. A 3x5 sheet indicating the Job and Box Number will also be stamped to the sheets.
 - d. The RCC will forward the original green Form 26 to the CIA Top Secret Control Officer. The xerox copies of the green sheets will be forwarded to AARC.
 - e. AARC will use the Form 26 to notify the appropriate Area Top Secret Control Officer that a Top Secret document under his control has been downgraded.